
HOW TO APPLY FOR A TENTATIVE PARCEL MAP

When is tentative parcel map review and approval required?

Tentative Parcel Map review is generally required for all commercial, industrial, and residential development (single family or multi-family) where a parcel or parcels of land are proposed to be subdivided into four or fewer parcels.

A Tentative Parcel Map may be waived if the property qualifies under Section 8-1300(c) of the City Subdivision Ordinance. However, if waived, a Parcel Map is still required for development.

What is its purpose?

Review of Tentative Parcel Maps helps insure development complies with the State Subdivision Map Act, Fremont Subdivision Regulations, City of Fremont General Plan, environmental, zoning, and building regulations, and requirements of Public Works, Fire and Police Departments.

Who approves a tentative parcel map?

The Assistant City Manager may approve, conditionally approve, deny or refer the map to the Planning Commission for a decision.

The decision of the Assistant City Manager is appealable to the Planning Commission. If the application is referred or appealed to the Planning Commission, the action of the Planning Commission is appealable to the City Council.

What are the steps?

A. Approval by Staff.

1. Talk with the Parcel Map Administrator in the Development Services Center to determine which regulations apply to your project and what materials you need to prepare.
2. Submit a completed application form, filing fee and the required materials for review as outlined on the Tentative Parcel Map Information Sheet.
3. Within 30 days of submittal of your application, the Parcel Map Administrator will notify you

whether your application is complete or if additional information or revised plans need to be submitted.

4. Copies of your proposal will be referred to affected departments and other agencies for comment.
5. The Assistant City Manager will approve, conditionally approve or deny the tentative parcel map and will notify you by letter.

B. Tentative Parcel Maps referred to the Planning Commission.

1. A project planner will be assigned to the project.
2. Within 30 days of submittal of your application, the Parcel Map Administrator will notify you whether your application is complete or if additional information or revised plans need to be submitted.
3. Copies of your proposal will be referred to affected departments and other agencies for comment.
4. The project planner will set a meeting between staff, the project applicant and the engineer who prepared the map. The purpose of the meeting will be to discuss any concerns which may have been found during the review of the application.
5. The project planner will prepare a report to the Planning Commission and will notify you of the date of the Commission meeting.

How long does approval take?

Actions on tentative parcel maps are completed within 50 days of the date the application is **determined to be complete**.

Is a public hearing required? What is involved in a public hearing?

A public hearing is only required if the tentative parcel map is referred to the Planning Commission by the Assistant

City Manager. If the tentative parcel map is referred to the Planning Commission, you will be notified to provide a list and envelopes for all owners and occupants of property within 300 feet of the boundary of the project. The mailing list uses the addresses shown on the latest assessor's records. The Planning Commission will consider the project based on the staff report prepared for the project and evaluate testimony from the applicant and his/her representatives and the public. After the public hearing portion of the meeting is concluded, the Planning Commission may conditionally approve the project, deny it, or hold the matter over for redesign (with the applicant's consent).

May a decision be appealed?

An applicant or anyone else who is dissatisfied with a decision of the Assistant City Manager may appeal his or her decision to the Planning Commission. In those instances where a tentative parcel map has been referred to the Planning Commission by the Assistant City Manager for action, an applicant or anyone else who is dissatisfied with a decision of the Planning Commission may appeal the Commission's decision to the City Council.

To appeal, a written statement explaining the appellant's objection(s) must be filed with the City Clerk, with an appeal fee of \$35 for appeals to the Planning Commission or \$50 for appeals to the City Council, within 10 days after the decision has been made. A public hearing will then be set to consider the appeal. Appeals are generally heard within 30 days.

What do I do after the tentative parcel map is approved?

After tentative parcel map approval, a final parcel map must be prepared by a registered civil engineer and recorded with the Alameda County Recorder's Office prior to the sale or construction of any lot. All conditions specified in the tentative parcel map approval must be completed prior to approval of the final parcel map. If you do not fully understand any condition of approval, please call the Parcel Map Administrator at the number listed on the tentative parcel map approval letter.

What does it cost?

A. Staff costs.

At the time of filing, an initial deposit of \$1,900 is required. The total cost of a tentative parcel map will depend on the time required to process the application. Processing costs are billed on a time and material basis. Progress billings will be issued during the review of the project if charges exceed the minimum deposit. A refund will be issued at the completion of the project review if excess funds have been paid.

B. Potential costs associated with Tentative Parcel Map approvals.

Please be aware some of the tentative parcel map requirements can be costly. These expenses, typically, will not be financed by most lending institutions. Therefore, you will want to factor in these cash expenses into your calculations for development costs and assure you have the cash on hand to cover the expenses prior to recording the final parcel map. The most significant of these normal requirements are:

1. Park Dedication In-Lieu Fee. All newly subdivided residential lots are required to pay a Park Dedication In-Lieu Fee.
2. Installation of Street Improvements. Sometimes street improvements must be installed by the applicant. The cost of the improvements and the provision of Performance Bonds must be borne by the applicant.

For further information regarding processing of the final parcel map, please contact the Parcel Map Administrator @ 510-494-4720.

Can I get additional information?

If you need additional information or if you have questions, please call (510) 494-4700.